



Puget Sound Regional Council

Operations Committee

Thursday, October 22, 2026 • 9:30 – 9:50 a.m.

Hybrid Meeting – PSRC Conference Room - 1201 Third Avenue, Suite 500, Seattle, 98101

Watch or listen

- Watch the meeting live via webinar:
<https://psrc-org.zoom.us/j/82174237820?pwd=JXCx2A0UMDbliDexTROQBDYwY7htPX.1>
- Listen by phone 1-888-475-4499, Webinar ID: 821 7423 7820, Passcode: 790890

Attend

- The public can attend meetings at [PSRC's office](#).
- PSRC staff will be available to provide floor access 10 minutes before the meeting's start time and up to 15 minutes after the meeting's start time.
- If you arrive after these times, please call 206-464-7090 for assistance.

Provide public comment

- **Public comment must relate to an action or discussion item on the agenda. Each member of the public will have 2 minutes to speak.**
- **In-person**
Public comment may be made in person at PSRC's office.
- **Comment via Zoom webinar**
Following the Call to Order, the Committee Chair will open public comment and allow attendees to "raise hand" to speak. When your name is called, unmute your microphone to speak. The committee will hear the audio but not see your video.
- **Written comments**
Comments may be submitted via email to mdaily@psrc.org by 8:00 a.m. the day of the meeting. Comments will be shared with board members.

Public comments are public records and may be subject to disclosure pursuant to the Public Records Act, RCW Chapter [42.56](#).

1. Call to Order and Roll Call (9:30) – Executive Ryan Mello, Chair

2. Communications and Public Comment

Public comment must relate to an action or discussion item on the agenda.

3. Consent Agenda - Action Items

- a. Approve Minutes of Meeting held September 24, 2026
- b. Approve Vouchers Dated September 14, 2026, Through October 5, 2026, in the Amount of \$1,376,545.64.

4. Action Items

- a. Approve Contract Authority for Copier Lease

5. Information Items

- a. New Employee Status Report
- b. Estimated Revenues and Expenditures
- c. Dues Increase Discussion
- d. Monthly Budget Report
- e. Contract Status Report
- f. Grant Status Report

6. Next Meeting: NO MEETING IN NOVEMBER

Thursday, December 3, 2026, 9:30 – 9:50 a.m.

7. Adjourn (9:50)

Board members please submit proposed amendments and materials prior to the meeting for distribution. Organizations/individuals may submit information for distribution. Send to Marc Daily, e-mail mdaily@psrc.org or mail.

For language or ADA assistance at PSRC board meetings, please contact us at 206-464-7090 at least 72 hours in advance of the meeting. For TTY-based telecommunications relay service dial 711.

العربية | Arabic, 中文 | Chinese, Deutsch | German, Français | French, 한국어 | Korean, Русский | Russian, Español | Spanish, Tagalog, Tiếng việt | Vietnamese, visit <https://www.psrc.org/contact/language-assistance>.



Puget Sound Regional Council

MINUTES

Operations Committee

September 24, 2026

1201 Third Ave., Ste 500, Seattle, WA 98101

CALL TO ORDER AND ROLL CALL

Executive Ryan Mello, Operations Committee Chair, called the meeting to order at 9:00 a.m. The meeting was held in a hybrid format, with options for in-person and remote participation.

Roll determined that there was a quorum.

Chair Mello noted an update to the agenda: Action Item 4B (Approve Contract Authority for Investment Advisor for Deferred Compensation 457B) was pulled and will be brought back at a future meeting after further staff review.

COMMUNICATIONS AND PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA – ACTION ITEMS

ACTION: It was moved and seconded (Wahl/Puttaansuu) to

a. Approve Minutes of Meeting held July 23, 2026

b. Approve Vouchers July 13, 2026, through September 8, 2026, in the Amount of \$2,557,803.35.

The motion passed.

ACTION ITEM: APPROVE AN INCREASE TO FIXED ASSET AND INVENTORY THRESHOLDS

Lili Mayer, PSRC, presented a recommendation to update the agency's financial and budgetary policies to increase the thresholds for depreciable assets and small and attractive assets, aligning with Government Finance Officers Association (GFOA) best practices.

It was moved and seconded (Putansuu/Wahl) to update financial and budgetary policies to reflect:

- Increase depreciable assets from \$5,000 to \$10,000
- Increase threshold for small and attractive assets (laptops, tablets and cellphones) from \$300 to \$1,000
- Increase threshold for small and attractive assets (camera equipment, desktop computers, server and television equipment) from \$1,000 to \$2,000.

The motion passed.

ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR INVESTMENT ADVISOR FOR DEFERRED COMPENSATION (457B)

The action item was pulled from the agenda. No action taken.

ACTION ITEM: APPROVE BUDGET AUTHORITY FOR 2030 PLANNING SUPPORT

Marc Daily, PSRC, requested approval for contract authority not to exceed \$50,000 for consulting services to support integrated planning efforts for Vision 2060, the Regional Transportation Plan update, and Economic Development District work, aligning agency efforts toward 2030.

It was moved and seconded (Wahl/Simpson) to:

Recommend the Executive Board authorize the Executive Director to enter into a contract for consulting services related to 2030 planning in a total amount not to exceed \$50,000 for FY 2026-2027.

The motion passed.

ACTION ITEM: APPROVE CONTRACT AUTHORITY FOR CONSULTANT SERVICES FOR BOARD ROOM AUDIO

Marc Daily requested contract authority not to exceed \$15,000 for IT services to reprogram boardroom cameras to a voice-activated system, improving hybrid meeting functionality. Currently, camera operation must be manually triggered by staff. Implementing this upgrade will reduce staff workload and improve overall efficiency.

It was moved and seconded (Wahl/Putansuu) to:

Recommend the Executive Board authorize the Executive Director to enter into a contract for IT services to reprogram cameras in the PSRC boardroom. The total contract amount is not to exceed \$15,000 for FY 2026-2027. The motion passed.

ACTION ITEM: APPROVE CONTRACT FOR CONTINUED INFORMATION TECHNOLOGY (IT) SUPPORT

Marc Daily requested contract authority not to exceed \$66,370 for the second year of the biennial agreement for IT support services. This amount is consistent with the adopted biennial budget.

**It was moved and seconded (Wahl/Putansuu) to:
Recommend the Executive Board authorize the Executive Director to enter into a contract for IT Support Services not to exceed \$66,370 for FY 2026-2027. The motion passed.**

INFORMATION ITEMS

- a. New Employee Status Report
Thu Le, PSRC, introduced one new employee: Arushi Sharma, Government Relations and Communications
- b. Budget Schedule
Andrew Werfelmann, PSRC, outlined the timeline for development of the FY 2028-2029 biennial budget and work program, with draft budget discussions beginning in October and adoption targeted for spring 2027.
- c. Base Pay Market Study
Marc Daily reported on the annual salary market study. For 2026, salary ranges were adjusted upward by 3% to maintain market competitiveness. Committee members discussed the frequency of market studies and compensation structure, suggesting future employee input on compensation preferences.
- d. Annual Weighted Votes Revision
Marc Daily presented the annual update to weighted votes based on Office of Financial Management (OFM) population data. No significant changes to vote allocations were noted.
- e. Monthly Budget Report
- f. Contract Status Report
- g. Grant Status Report

The committee reviewed monthly reports.

- h. Save the Date – Joint Board Session: Thursday, October 29, 10:00 am – 12:00 pm
PSRC will be hosting a joint board session focusing on innovative community outreach practices.

NEXT MEETING

The next committee meeting is scheduled for Thursday, October 22, 2026.

ADJOURN

The meeting adjourned at 9:29 a.m.

This content was generated with the aid of Generative AI and subsequently verified and revised by PSRC staff.

ATTACHMENTS

- A. Attendance September 24, 2026

PSRC Operations Committee 2026 - September 24, 2026

3.a - Att. A

Jurisdiction		Member	Attend
King County	2	Vacant	
		Vacant	
City of Seattle	1	CM Eddie Lin	
		Vacant Alt.	
King County Cities/Towns	1	CM Chris Roberts, Shoreline	1
		MYR Dana Ralph, Kent Alt.	
Kitsap County & Cities/Towns	1	MYR Rob Putaansuu, Port Orchard	1
		COM Axel Strakeljahn, Port of Bremerton Alt.	
Pierce County	1	Executive Ryan Mello	1
		CM Dave Morell Alt.	
Pierce County Cities/Towns	1	MYR Stan Flemming, University Place	
		CM Jeff Sproul, Orting Alt.	
Snohomish County	1	CM Sam Low	1
		CM Jared Mead Alt.	
Snohomish County Cities/Towns	1	MYR Pro Tem Bryan Wahl, Mountlake Terrace	1
		MYR Pro Tem Jacob Walker, Monroe	1
Statutory Members: Ports, WSDOT, WA Trans. Commission	1	COM David Simpson, Port of Everett	1
		COM Glen Bachman, Port of Everett	
Members	10		7
		(Quorum = 5) Quorum Total	6



Puget Sound Regional Council

October 15, 2026

CONSENT AGENDA

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Approve Vouchers Dated September 14,2026, Through October 5, 2026, in the Amount of \$1,376,545.64**

IN BRIEF

Two representatives of the Operations Committee review and sign off on the vouchers. In accordance with RCW 42.24.080, following the Operations Committee's review, the Executive Board approves the vouchers.

RECOMMENDED ACTION

Recommend the Executive Board approve the following vouchers:

REQUESTED

<u>WARRANT DATE</u>	<u>VOUCHER NUMBER</u>	<u>TOTALS</u>
09/14/26 - 10/05/26	AP Vouchers	\$ 555,050.99
09/15/26 - 09/30/26	Payroll	\$ 821,494.65
		\$ 1,376,545.64

For additional information, please contact Andrew Werfelmann, Budget Manager, at 206-971-3292 or awerfelmann@psrc.org.



Puget Sound Regional Council

October 15, 2026

ACTION ITEM

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **Approve Contract Authority for Copier Lease**

IN BRIEF

Executive Board authorization is required for the Executive Director to enter into a contract in excess of \$10,000. This request is to authorize a new contract in an amount not to exceed \$35,000 for a 36-month (3-year) lease on PSRC office copy machines. The updated replaces the agency's current copy machines. It does not add additional equipment. In addition to the copy machine lease, PSRC pays a per-copy fee of \$0.0059 per page for black and white and \$0.0529 per page for color printing.

RECOMMENDED ACTION

Recommend the Executive Board authorize the Executive Director to enter into a contract for a 36-month (3-year) copy machine lease with a total contract amount not to exceed \$35,000.

BUDGET IMPACT

The approved Supplemental Biennial Budget and Work Program for Fiscal Years 2026-2027 and the budget being prepared for the 2028-2029 biennium includes sufficient funding for the copier lease.

For more information, please contact Marc Daily, Director of Administrative Services, at (206) 464-7528 or by email at mdaily@psrc.org.



Puget Sound Regional Council

October 15, 2026

INFORMATION ITEM

To: Operations Committee
From: Josh Brown, Executive Director
Subject: **New Employee Status Report**

PSRC has two new employees:

Cole Taylor – Planning Intern, Transportation Planning
Seth Troyer – Planning Intern, Regional Planning

For more information, please contact Thu Le, HR Manager, at tle@psrc.org or 206-464-6175.



Puget Sound Regional Council

October 15, 2026

INFORMATION ITEM

To: Operations Committee

From: Josh Brown, Executive Director

Subject: **Proposed FY 2028-2029 Biennial Budget and Work Program Assumptions**

IN BRIEF

The process to develop the next biennial budget and work program is underway. The budget outlines PSRC and EDD's transportation, economic and growth planning activities for the fiscal years 2028-2029.

One of the first steps in this process is the Operations Committee review of the initial budget assumptions. At the October 22nd Operations Committee meeting there will be an opportunity to discuss the attached budget assumptions.

For additional information, please contact Andrew Werfelmann, Budget Manager, at awerfelmann@psrc.org or 206-971-3292.

Attachments

- A. Budget Assumptions FY2028-2029

Attachment A: Budget Assumption**Puget Sound Regional Council****Budget Assumptions for Biennial Budget FY2028-2029**

(revised 10/06/2026)

Budget builds on and supports on-going planning work from current biennial budget and work program. Staff levels remain the same.

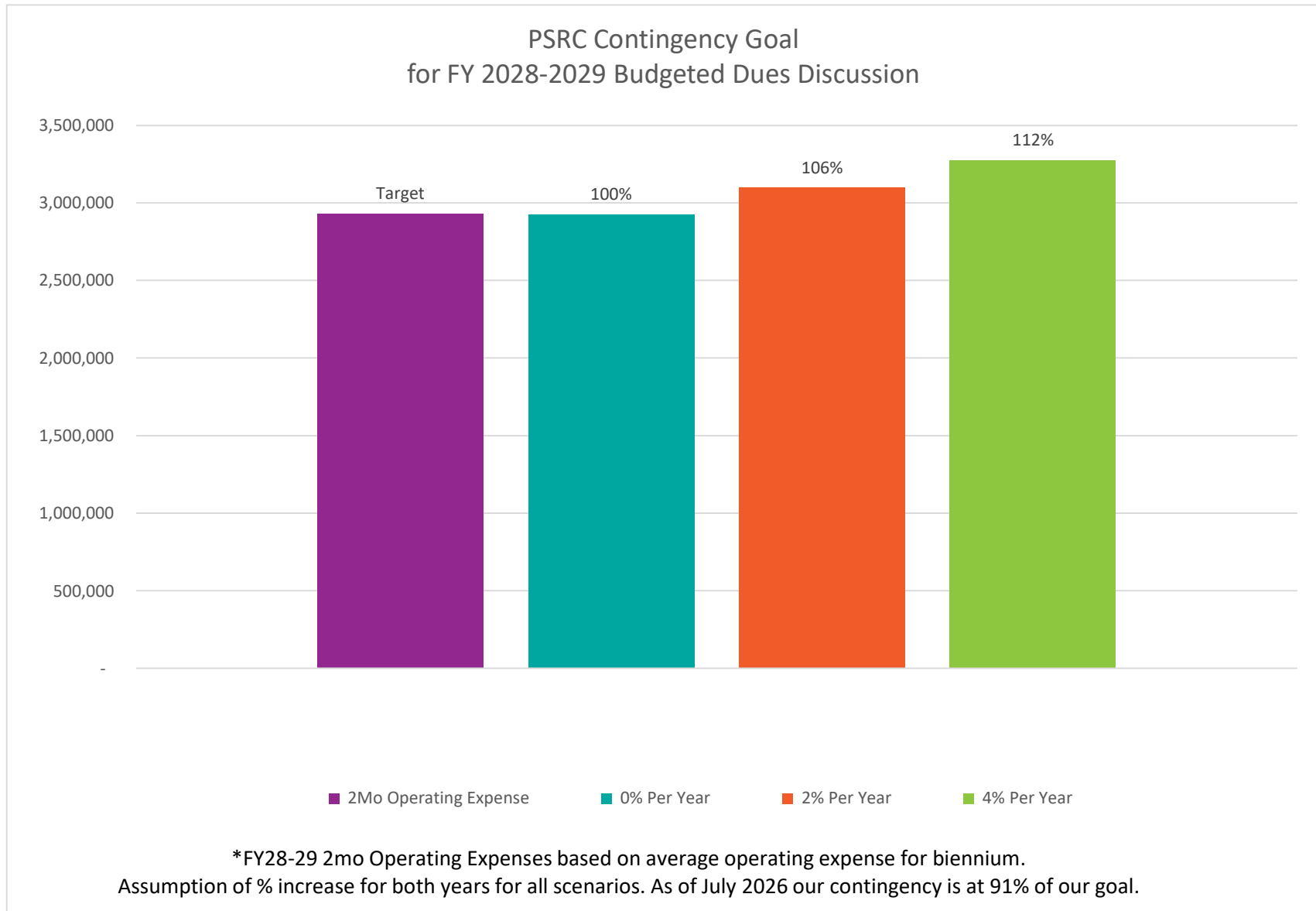
Consultant costs are reduced and direct costs are increased due to extra intern staffing.

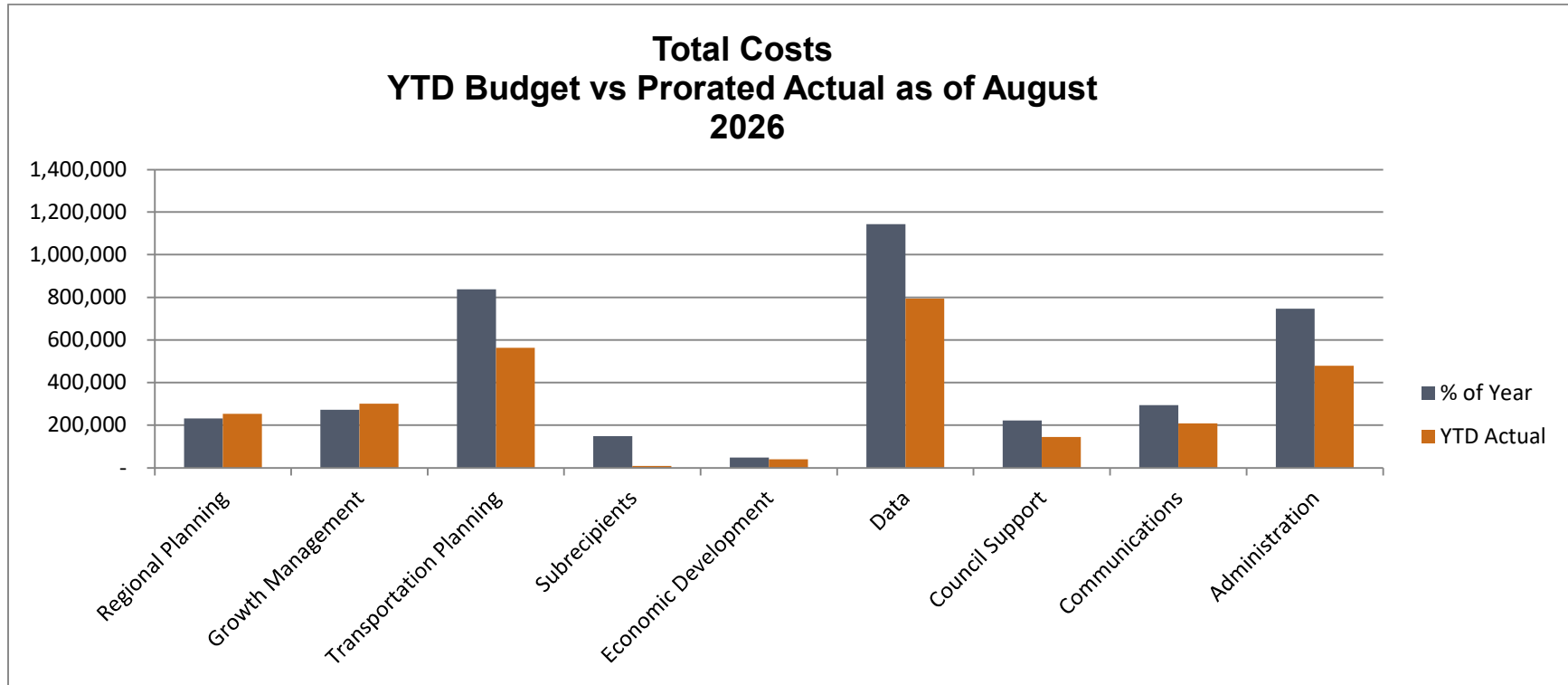
Estimated Revenues: \$38.61 million

- \$1.51 million of RTPO funds based on current WSDOT estimates.
- \$15.91 million of MPO funds (FTA 5303 and FHWA PL) based on past trends.
- \$2.50 million in FTA 5307 funds for biennium.
- \$2.00 million in STP funds for biennium.
- \$200,000 in FTA 5310 pass through funds for biennium.
- \$5.73 million of dues. These funds are to match federal grants and cover additional operating expenses.
- \$140,000 in EDA planning funds for the biennium.
- \$10.47 million estimated carryover from current biennium.
- \$159,000 of anticipated planning funds from FHWA and FTA.
- Economic Development District would be funded at \$609,000. This includes \$140,000 in EDA planning funds for the biennium and \$469,000 in dues collected from PSRC's membership to support the district's work.

Estimated Expenses: \$38.61 million

- \$31.99 million for Labor (salaries, benefits and overhead for the biennium includes 5% per year merit pool and allowance for salary survey results).
- \$2.02 million for consultants.
- \$1,170,000 of direct expenses (temporary personnel, education & training, travel, meetings, etc.)
- \$159,000 of anticipated planning funds from FHWA and FTA are encumbered and not programmed until realized.
- \$346,000 encumbered for future work. These are funds available to PSRC for work that would be completed beyond the current biennial period.
- \$2.93 million for contingency reserve fund (formerly called contingency).





Budget as of July Amended 2026 Supplemental Biennial Budget.

Percent of Year represents the amount of expenses that each department should have based on the current month of the fiscal year as it relates to the department's annual budget. 17% of the fiscal year has been completed.

14% of labor, 4.5% of consultant budget not including Safe Streets and Roads for All Subrecipients, and 14.1% of direct budget has been expensed.

1% of total Subrecipient budget has been expensed for both Safe Streets and Roads for All programs. Grants run for 5 years.

Most of the consultant budget has not been expensed.

Regional Planning expenses include the annual Summer Planning Academy which is beginning of year expenditure.

Growth includes Housing Tool Consultant costs that is a beginning of year expenditure.

Puget Sound Regional Council
LARGE CONTRACT STATUS REPORT
as of 10/14/2026

5.e

Large contracts are those contracts having a value over \$10,000. Authorization to award a contract over \$10,000 goes before the Operation Committee for approval and their recommendation to the Executive Board to authorize the Executive Director to enter into a consultant contract for a particular work project in the adopted budget.										
Contractor	Description	Project* Manager	Board Approved	Date Issued	DBE/ WBE**	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date
NEW										
Resource Systems Group	2023 Household Survey Program - Wave 3	Brian Lee	04/23/26	09/28/26	N	\$1,000,000	\$0	\$1,000,000	0%	12/31/28
AMENDED										
Seitel Systems	Information Systems and Network Support Services	Kathryn Johnson	04/24/25	07/01/25	N	\$116,370	\$75,556	\$40,814	65%	06/30/27
COMPLETED										
PROJECT SPECIFIC										
AMPORF	Travel Model Software Development Cooperative	Stefan Coe	07/28/22	09/01/22	N	\$210,000	\$140,000	\$35,000	67%	06/30/28
Blue Raster	GIS and IT Services	Carol Naito	07/27/23	10/02/23	N	\$99,960	\$29,655	\$36,756	30%	06/30/27
Elizabeth Ralston Consulting, LLC	Inclusive Outreach and Engagement	Michele Leslie	04/23/26	05/05/26	Y	\$50,000	\$6,600	\$43,400	13%	12/31/27
HR&A Advisors	Housing Data & Policy Platform Tool Development	Alyssa Quinn	09/18/25	01/29/26	N	\$330,000	\$282,000	\$48,000	85%	11/30/26
Jennifer Ziegler	WA State Legislative Monitoring	Robin Koskey	06/25/26	06/25/26	N	\$216,000	\$21,000	\$195,000	10%	06/30/29
Manatt Government Strategies, LLC	Federal Policy and Grant Consultant Services	Robin Koskey	03/26/26	05/27/26	N	\$250,000	\$45,000	\$205,000	18%	02/29/28
PC Bennett Solutions	Enterprise Resource Planning Software System	Lili Mayer	12/07/23	07/10/24	Y	\$400,000	\$400,000	\$0	100%	06/30/34
Resource Systems Group	2023 Household Survey Program - Wave 2	Brian Lee	03/24/22	10/12/22	N	\$901,673	\$901,247	\$426	100%	12/31/26
Triskelle Software Solutions, LLC	Transportation Projects Database & Online Apps Upgrade	Jennifer Barnes	06/22/13	02/07/24	Y	\$235,000	\$100,200	\$34,416	43%	12/31/26
Upanup, Inc	Website Support	Carolyn Downs	09/22/22	10/01/22	N	\$96,000	\$25,660	\$48,405	27%	06/30/27
VisionSnap, Inc.	Upgrades to Transp. Projects Online Application Services	Jennifer Barnes	04/27/23	08/18/23	N	\$35,000	\$7,463	\$3,088	21%	12/31/26
WSP, Inc.	U.S. DOT SSFA Technical Support	Gary Simonson	04/27/23	01/08/24	N	\$998,719	\$420,604	\$14,965	42%	12/31/26
Uncommon Bridges	Housing Data & Policy Platform Tool Outreach and Engage	Alyssa Quinn	09/18/25	03/09/26	N	\$95,000	\$74,199	\$20,801	78%	11/30/26
ON-CALL										
Cascadia Law Group	On-Call Legal Services	Marc Daily	04/24/25	07/01/25	N	\$225,000	\$34,584	\$190,416	15%	06/30/27
Etairos HR	On-Call Human Resources Services	Thu Le	04/24/25	07/01/25	Y	\$40,000	\$14,200	\$25,800	36%	06/30/27
Francis & Company	On-Call Financial Services	Lili Mayer	06/27/19	03/02/20	Y	\$340,000	\$150,153	\$62,764	44%	02/28/26
Summit Law Group, PLLC	On-Call Employment Legal Services	Marc Daily	04/24/25	05/21/26	N	\$15,000	\$3,217	\$11,784	21%	06/30/27
						TOTAL	\$5,653,722	\$2,731,337	\$2,016,835	
* Staff Directory .										
** Qualify or identify as Small/Minority/Women/VOB/Disadvantaged Business Enterprise as defined by WA State OMWBE? (Y/N)										
*** A list of Completed Contracts is available on request.										
						Minimum Annual Payments:				Contract
Operating Leases	Description					FY 2023	FY 2024	FY 2025	Thereafter	Totals
Copiers NorthWest Copier Lease	36 months beginning November 2020					\$5,784	\$8,250	\$8,250	\$8,250	\$30,534
Granicus Web Streaming & Closed Captioning	24 months beginning June 2023					\$28,052	\$25,444	\$26,717	\$26,177	\$106,391
Waterfront Holdings/1201 Third Ave.	New lease begins June 1, 2024					\$1,087,920	\$1,022,830	\$664,206	see lease	\$3,665,339
Small Contract Status Report										
Small contracts are those contracts having a value \$10,000 and under. Authorization from the Operation Committee is not needed for approval.										
Contractor	Description	Project Manager	Board Approved	Date Issued	% DBE/ WBE*	Contract Amount	Amount Paid	Amount Remaining	% Billed	Contract End Date

Puget Sound Regional Council GRANT STATUS REPORT

5.f

Active Grants									
Granting Agency	Description	Project Lead	Project Number	Grant Amount	Expended as of 8/31/26	Remaining to be Expended	Billed as of 8/31/26	Remaining to bill	Grant Period
CPG Carry Forward Funding FY24-25 CPG Funding (through Sept 30, 2025) total FHWA	Regional Planning	Lili Mayer	Multiple	6,181,572.00	6,181,572.00	-	6,181,572.00	-	7/1/23 - tbd
	Regional Planning	Lili Mayer	Multiple	10,679,502.32	3,033,546.36	7,645,955.96	3,033,546.36	7,645,955.96	7/1/25-6/30/27
				16,861,074.32	9,215,118.36	7,645,955.96	9,215,118.36	7,645,955.96	
RTPO FY24-25	Regional Planning	Lili Mayer	Multiple	1,507,839.00	879,578.00	628,261.00	879,578.00	628,261.00	7/1/25 - 6/30/27
STBG FY24-25	Regional Planning	Kelly McGourty	Multiple	2,000,000.00	1,130,434.51	869,565.49	1,130,434.51	869,565.49	8/1/25 - 6/30/27
EDA Planning Grant 2026-2029	Regional Planning	Jason Thibedeau	Multiple	210,000.00	35,000.00	175,000.00	35,000.00	175,000.00	4/1/23 - 3/31/26
FY26 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	1,250,000.00	320,990.00	929,010.00	320,990.00	929,010.00	4/3/24 - 3/31/26
USDOT Office of Safety	Safety Action Plans Phase 1	Ben Bakkenta	Multiple	4,860,363.00	3,707,616.51	1,152,746.49	3,707,616.51	1,152,746.49	5/19/23 - 12/31/26
USDOT Office of Safety	Safety Action Plans Phase 2	Ben Bakkenta	Multiple	2,870,000.00	1,711,268.22	1,158,731.78	1,710,423.82	1,159,576.18	4/17/24 - 6/30/27
WSDOT 5310 Special Needs Transp.	Regional Planning	Gil Cerise	002.39.0.0	200,000.00	200,000.00	-	200,000.00	-	7/1/25 - 6/30/27
				29,759,276.32				12,560,115.12	
Recently Completed									
FY22 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,500,000.00	-	2,500,000.00	-	1/5/22 - 3/31/24
EDA Planning Grant 2023-2026	Regional Planning	Jason Thibedeau	Multiple	300,000.00	300,000.00	-	300,000.00	-	4/1/23 - 3/31/26
FY24 FTA 5307 RTP	Regional Planning	Gil Cerise	Multiple	2,500,000.00	2,500,000.00	-	2,500,000.00	-	4/3/24 - 3/31/26